

School Board of Broward County Material Creation Request Form

Requestor: _____ Date: ____/____/____

Employee # _____

School/Department:

Material Description and Specifications:

To be completed by Purchasing: _____

- Commodity ___ 5000 Food & Nutrition Services
- ___ 6000 External Food Warehouse
- Non-valuated Material ___ 2000 B-Stock & Testing Department
- Non-stock Material ___ 1000 Schools and Administration
- Service
- Spare Parts ___ 3000 Physical Plant Operations
- ___ 4000 Vehicle Maintenance
- ___ 7000 Metro-Tech
- Stock ___ 2000 District Warehouses

Bid Number: _____ Material Group: _____ Unit of Issue: _____
(If known)

Price: \$ _____ Ext. Mat. Group: _____

Buyer: _____ Date: ____/____/____

To be completed by Storage Location MRP Controller:

Plant: _____	Storage Location: _____	Extent to Plants: _____
Availability Check: _____	Trans. Group: _____	Loading Group: _____
Purchasing Group: _____	Auto PO: _____	GR Processing Time: _____
Storage Bin: _____	Valuation Class: _____	Price Control: _____

MRP Controller: _____ Date: ____/____/____